



Established by Congress
March 1923

The American Battle Monuments Commission

Manila American Cemetery and Memorial
McKinley Road, Fort Bonifacio
Taguig City
Tel. 844 -0212 / Fax. 812-4717

OPEN TO	:	To All Interested Candidates
POSITION/GRADE	:	Administrative Clerk / Guide, LES – 5
AGENCY/LOCATION	:	ABMC – Manila American Cemetery
OPENING DATE	:	July 1, 2011
CLOSING DATE	:	July 15, 2011
WORKING HOURS	:	Full time; 40 hours/week
 SALARY	:	 Php 307,673 / annum (starting salary)

MAJOR DUTIES AND RESPONSIBILITIES

The position performs a range of administrative and office support functions for the Cemetery. The position's duty is to receive, inform and guide visitors. In addition as the system administrator, incumbent is responsible for all duties related to information management. In the absence of the Pacific Regional Director and Assistant Superintendent, this position will be directed to serve as the senior ABMC representative in the Cemetery's dealing with visitors.

1. Administrative Function

Performs a range of administrative duties including answering telephone calls and taking messages. Assists with all forms of communication for Pacific Regional Director and Assistant Superintendent as requested. Assists ABMC official visitors with hotel bookings, transportation, itineraries, country clearances, airport pass and other travel services. Makes hotel reservations and transportation arrangements for next-of-kin and visitors of the cemetery. Completes and submits to the Superintendent a variety of reports.

Provides secretarial/administrative assistance to the Pacific Regional Director, Assistant Superintendent and other staff members. Maintains appointment calendar for the Pacific Regional Director and Assistant Superintendent. Arrange and confirms Pacific Regional Director's appointments. Drafts correspondence for Pacific Regional Director's review and signature.

Maintains and screens all incoming correspondences. Maintains annual/sick leave records and schedules. Takes photographs of the Cemetery projects and activities needed for the quarterly and annual reports.

2. System Administrator

Maintains, operates and responsible for the security of the computer system of Manila consists of a server and ten workstations. Installs and configures new hardware and software. Applies operating system updates, patches and configuration changes. Updates user account information, resets passwords in the Active Directory and performs schedule server maintenance. Recommends and integrates new technologies into existing data center environment. Deploys software patches and prevents break-ins and other security problems with preventive measures. Performs routine audits of systems and software. Performs [backups](#) and performance tuning. Responsible for documenting the configuration of the system, user profiles, security program and policies. Monitors and maintains operating system and various software application licenses. Provides ABMC Security Training Presentation to all existing users and newly hired employees with network access and requires them to certify that they have read and understand the presentation. Implements user forms such as network access acceptance form, service acceptance report and change of access request form. Serves as technical support to users difficulties with computer systems, provide instructions, answers technical queries, and troubleshoots any reported problem. Ensures that the network infrastructure is up and running.

3. Visitor Contact

Greets, assists and guides VIPS, Next-of-Kin, Educational tours and other visitors in the cemetery. Accompanying them as necessary throughout their visit. Conducts briefing concerning burials in the cemetery and relevant history in either English or local language. Answers questions about the nature of the cemetery and the military campaigns and battles fought by those buried in the Cemetery. Answers inquiries regarding location of graves and listings on the Wall of Missing. Provides them with literature about cemetery. Explains the burial registry. Assists and escorts Next-of-kin visitors at all times during their visit to the grave site and perform any additional request, within our means. Assists with the ceremonial functions such as wreath laying, flower placement and photography. Coordinate with JUSMAG/ US Embassy Staff for visit and wreath laying ceremonies of visiting VIP officials. Assists Superintendent with the preparation during and after the ceremonies. Ensures all floral grave decorations are accomplished and donors are furnished with photos of arrangement.

QUALIFICATIONS REQUIRED

- Graduate of Bachelor's Degree in Business Administration or Information Technology

- Minimum of two (2) years experience in similar position preferred
- Required Skill(s) : Knowledge in Computer Networking System and can troubleshoot any computer related problem
- Excellent English oral and written communication skills
- With Professional Demeanor, dynamic and highly motivated
- Can start immediately

APPLICATIONS

Send applications to the ABMC-Personnel Office. For further information regarding the position, please call 301-2000 ext 2139, or call 844-0212 / 813-2521 ext 205.